



TEXAS GENERAL LAND OFFICE

DISASTER RECOVERY PROGRAM

TRAINING DOCUMENT: Grantee Draw Process

SUBJECT: Work Instructions for T-RecS Grantee Draws

PURPOSE: To establish procedures and guidelines for submitting grantee draws

EFFECTIVE DATE: November 4, 2014

Work Instructions for Grantee Draws in T-RecS

- 1- Open the **Project** you wish to draw from
 - a. One easy way is open the grant and look at the budget tab. Scroll down and there will be a summary of all the projects and budgets. If you double click on the project number the project will open
- 2- In the **Project** object- click on the “Grantee Draw Requests” Tab.
- 3- Enter the amount that you wish to draw from the project.
- 4- Save the project.
- 5- Repeat steps 1-4 for all projects you wish to draw from.
- 6- Open the **Grant** and go to the “Grantee Draw Request” tab.
 - a. If this object was open while you were inputting values at the project level, you will need to refresh it in order to see your updated draw totals.
- 7- Review the draw to ensure there is nothing wrong or missing.
- 8- Scroll down and click on the gold medallion to create a new draw request.
- 9- On the **Draw Request**, the following fields will need to be filled in:
 - a. Invoice number
 - b. Service Period start and end
 - c. Certifications 1 & 2
 - d. Upload supporting documentation
 - i. Document Type Group: Grant Documents
 - ii. Document Type: Grant - Grantee Draw Request
- 10- Once all the fields are complete, Save the Draw Request
- 11- Click on the tasks tab at the top of the draw request and click Submit.